



CITY OF CORNER BROOK

Policy Statement

Index	Human Resources	Section	Recruitment		
Title	Hiring Policy	Policy Number	10-03-01	Authority	Council
Approval Date	08 Jul 98	Effective Date	08 Jul 98	Revision Date	

Purpose:

To maintain consistency, fairness and equal opportunity in the hiring of staff for all City positions.

To ensure that the most qualified person is selected in all job competitions.

SCOPE: All external job competitions for positions within the City of Corner Brook.

Policy Statement:

The Chief Administrative Officer will be hired by Council.

The Selection Committee will be comprised of the Mayor, two Councillors and the Director of Corporate Services; or Council may wish to hire an outside professional agency to conduct the selection process.

The Directors will be hired by the Chief Administrative Officer, subject to the approval of Council.

The Selection Committee will be comprised of the Chief Administrative Officer, two remaining Directors, and a representative of Council from the Policy Advisory Committee of the vacant Director.

Other Management Staff will be hired by the Director. The persons selected for the positions of Coordinators, Fire Chief, and Canada Games Centre General Manager are subject to the approval of Council.

The Selection Committee will be comprised of the appropriate Director, the Human Resources Officer, and an additional Director or Chief Administrative Officer, depending on the level of the position.

All other staff, permanent and temporary, will be hired by the Human Resources Officer.

The Selection Committee will be comprised of the Director or Coordinator of the appropriate department and the Human Resources Officer.

Summer Program staff at the playground level will be hired by a selection committee comprised of the Leisure Services Administrator, the Summer Program Coordinator and the Assistant Summer Program Coordinator, under the direction of the Human Resources Officer.

The ultimate decision as to which candidate will be hired will rest with the Director of the appropriate department.

Reference:

CC04-111 (re residency requirement)

Approved: CC98-86 (08 July 98)

Memo: (July 18, 1966), Item # 2 Council in Committee Meeting (Sept 01, 1960)

74-52 (Sept 24, 1974)

Memo: Director of Personnel (May 15, 1986)
CC98-33 (March 18, 1998)
CPS98-60 (June 22, 1998)
Council Briefing Session: (July 08, 1998)

Detailed Action Required:

ROLE OF HUMAN RESOURCES OFFICER

The Human Resources Officer will:

- check references
- ensure all candidates receive equal opportunity
- ensure proper documentation is filed to support hiring of candidates
- ensure all candidates are asked similar questions and no preference shown for particular candidates.

COSTS OF RELOCATION

- Payment of relocation costs are subject to the approval of Council, and would normally be considered for senior level positions only. Such approval to be obtained prior to the position being offered to the preferred candidate.
- In cases where the successful candidate is from out-of-town and the City has agreed to pay relocation costs, the items to be reimbursed will be limited to:
- costs of moving household goods and possessions by the most efficient means possible, with quotes required from moving companies
- expenses to a maximum of \$150 per day, for up to two weeks, to cover meals and hotel for employee to locate living accommodations for self and family.
- Reimbursement of relocation costs will not include any payments related to real estate commissions, legal fees, mortgage penalties, losses on real estate, etc.
- If an employee leaves the employment of the City within two years of the date of hire, relocation costs will be reimbursed proportionately to the number of months remaining in the two years, e.g. employee resigning 18 months after date of hire, will be expected to reimburse City for 6/24ths of relocation expenses.

SICK LEAVE

As per minute of Council CC97-146 dated 2 July 1997, all management employees hired after that date, will not receive pay for unused sick leave upon termination. Existing employees who move into management from the union, and are already covered by other agreements, will have the provision for pay for unused sick leave grandfathered to their new position.

APPLICANTS RELATED TO CITY STAFF/COUNCIL

In cases where job applicants are related to existing City staff or Councillors, the objective is to ensure the applicant is treated impartially and objectively, the same as all other candidates. No preference will be shown to the applicant nor will they be subjected to reverse discrimination whereby they are screened from the job because they are related to an existing staff person or Councillor. To ensure the above objectives are met:

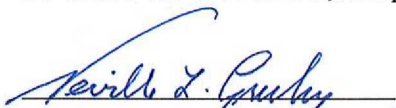
- Persons involved in any stage of the hiring process will declare themselves in a conflict of interest to the Human Resources Officer and withdraw from the selection process if they are related by blood or marriage to any candidate. If the related candidate is subsequently screened out, the person who declared themselves in conflict may re-enter the selection process.

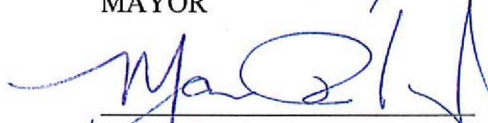
- The Human Resources Officer and the Director of Corporate Services will choose an alternate committee member to replace the person in conflict.
- In cases where the Human Resources Officer is in conflict, he/she will declare this conflict to the Director of Corporate Services who will replace the Human Resources Officer in the selection process.
- If the above criteria are satisfied, the decision of the selection committee as to the most qualified candidate will be accepted and the person hired, without regard to any family relationship which may exist.
- Council and staff, unless on the Selection Committee, will not have input into the hiring of any person or recommend persons for consideration, whether related or unrelated. If so, that interference will be duly noted and the Chief Administrative Officer and Council advised accordingly.

REFERENCES

- After the selection committee has ranked the candidates, the Human Resources Officer and/or selection committee members will check the references of the top ranking candidates. References should include the most recent employers (both solicited and unsolicited) unless the candidate has provided appropriate reason why a particular employer may not be contacted.
- References should be appropriately considered with skills, experience and qualifications in the final hiring decision. If references were less than favourable, but the committee still feels that the person is the preferred candidate, the matter should be discussed with the Director of the Department or the Chief Administrative Officer.

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.


MAYOR


CITY CLERK